

COMMISSION ON TECHNOLOGY

Friday, September 13, 2013

10:00 AM - 12:00 PM

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

CONFERENCE ROOM 119

MEMBERS PRESENT

Scott Bales, *Chair*
Randolph Bartlett
Kent Batty
Raymond Bilotte
Bennett Evan Cooper
Michael Jeanes
Diane Johnsen (*Michael Brown, proxy*)
Gary Krcmarik
John Lucas
John Rezzo
Roxanne Song Ong
Thomas Schoaf
Virlynn Tinnell
Garye Vasquez*

GUESTS

Jennifer Gilbertson, *TAC*
Michael Pollard*, *CACC*
Jamie Ross, *Courthouse News Svc*

MEMBERS ABSENT

Michael Baumstark
Delcy Scull

AOC STAFF

Stewart Bruner, *ITD*
Dave Byers, *AOC Exec Office*
Eric Ciminski, *CSD*
Melinda Hardman, *CSD*
Karl Heckart, *ITD/TAC*
Jason Shumberger, *ITD*
Amy Wood, *CSD*

* indicates appeared by telephone

WELCOME AND OPENING REMARKS

Hon. Scott Bales, Chair

Vice Chief Justice Scott Bales, Chair, called the Commission on Technology (COT) meeting to order just after 10:00 a.m. He welcomed members and guests then called the roll of members at the table and on the phone. Staff confirmed that a quorum existed.

Justice Bales then announced a potential date and time change for the November meeting to December 6 at 12:30 PM. Those members not able to accommodate the change promised to send proxies. He also updated members on some rules changes having implications for technology that were approved in the August 28 and 29 Supreme Court rules agenda. These include items related to recording in the courtroom, communications of trial participants, and appropriately protecting various documents and data in family court proceedings from remote access in Rule 123. He referred members to the rules forum website for additional detail about the content by viewing Petitions 8 and 9.

The chair then called members' attention to the minutes from the June 7, 2013 annual meeting.

MOTION

A motion was made and seconded to approve the minutes of the June 7, 2013 Commission on Technology annual meeting. The motion passed unanimously.

TECH 13-16

FY 2015-19 JUDICIAL BRANCH STRATEGIC AGENDA

Mr. Stewart Bruner

In the absence of Ms. Cindy Trimble, coordinator of the agenda development process for Justice Bales, staff member Stewart Bruner delivered a short history of previous strategic agendas followed by a progress update on the development of the next five-year plan for the courts. Stewart summarized that this agenda will be focused on evidence-based practices as well as communication about courts as key members of Arizona communities. He then recounted the main topics and subtopics in the initial draft document. Stewart described the need of subcommittees to provide input to the Arizona Judicial Council (AJC) early in their review process in order to have the most likelihood of any suggested changes being made. He has created a version of the draft indicating items that directly relate to technology and items that indirectly relate to technology. He reminded members that the ad hoc subteam previously named to provide initial input to the plan is also available to review the draft and recommend any changes prior to AJC. Justice Bales thanked the subteam for providing excellent input and added his desire that those same members now review the draft in light of their previous input.

MOTION

A motion was made and seconded to direct the ad hoc agenda review subcommittee to review the current draft document and return comments directly to the AOC Executive Office in advance of the October AJC meeting. The motion passed unanimously.

TECH 13-17

E-COURT SERVICES UPDATE

Ms. Amy Wood

Ms. Amy Wood, AZTurboCourt e-Filing Project Manager, substituted for Marcus Reinkensmeyer and provided up-to-the minute accomplishments on the present e-filing solution, the next e-filing solution, access to electronic case documents and data, and the pilot of new judge automation tool selected by an RFP as discussed at the annual meeting in June. In relation to the next generation of e-filing, Amy noted that evaluation of proposals is currently in process. Amy reviewed the specific enhancements being made to AZTurboCourt under the extension of the current contract including electronic service, enabling multiple lead documents and participant matching. The eAccess project had its pricing approved by AJC and has defined the various document types that will be included at various points in the future beginning second quarter of 2014 with general jurisdiction criminal and civil cases as well as electronic certification of documents. The 30-week implementation of the eBench product, aiSmartBench, in Pima Superior Court, the initial location, is now underway.

**ELECTRONIC RECORDS RETENTION AND DESTRUCTION
ADVISORY COMMITTEE PROGRESS**

Ms. Melinda Hardman

Ms. Melinda Hardman, staff member to the Electronic Records Retention and Destruction (ERR&D) Advisory Committee, provided a brief background of the committee's history and charge. Melinda reviewed the four key questions before the committee. The draft report is due to be presented to AJC on December 12 then circulated to other committees for comment.

**JUDICIAL BRANCH IT STRATEGIC PLAN FY13 –
FY15**

Mr. Stewart Bruner

Stewart Bruner, Strategic Planning Manager for the AOC Information Technology Division, summarized the discussion at the annual meeting leading to consideration of Greenlee's strategic plan update being tabled as well as the actions taken since that time by the chair and staff. Greenlee has submitted a revised plan for consideration that results from further research into the use of unsupported software by various limited jurisdiction courts. Stewart asked that members consider the revised plan which no longer contains the MS-Money software in the inventory listing.

MOTION

A motion was made and seconded to approve the revised Greenlee Courts' Information Technology Strategic Plan for FY2014-FY2016, as submitted July 3, 2013. The motion passed unanimously.

TECH 13-18**JUDICIAL BRANCH IT STRATEGIC PLAN FY14 –
FY16**

Mr. Stewart Bruner

Stewart reviewed the development process of the latest three-year branchwide information technology strategic plan. He described in general terms the changes from the previous plan, including re-alignment of the priority categories and projects based on the vote the annual meeting. He recommended the same development process and timeline be followed for creating

next year's plan. Stewart also reminded members of COT's previous decision to change the frequency of IT plan submittals for rural counties to every other year. That means Apache, Coconino, Gila, Maricopa, Pima, Pinal, Santa Cruz, and Yavapai will be required to submit plans next year. Stewart reaffirmed the offer from last year to provide development assistance to rural courts that are too understaffed to complete the necessary plan development tasks.

Since posting the draft for review on August 20th, Stewart has received no substantive comments from members. In response to a request from the chair for their input, members did not suggest any further changes to the plan before submittal. The chair clarified that non-substantive comments can still be addressed before the submittal is due to ASET (formerly GITA) and JLBC near the end of the month.

MOTION

A motion was made and seconded to approve the Information Technology Strategic Plan for FY2014-FY2016 for submittal to ASET and JLBC. The motion passed unanimously.

TECH 13-19

CLIENT TECHNOLOGY REFRESH

Mr. Karl Heckart

Karl Heckart, Chief Information Officer (CIO) for the Administrative Office of the Courts (AOC), provided a comprehensive background for the activities being considered in scope and out of scope for the upcoming ACAP technology refresh, formerly referred to as the PC refresh. He described various fundamental changes since the Vista refresh took place in 2007 and 2008 including the consumption of more memory by software applications, an explosion of variety for end-user devices, a drastic shortening of software innovation cycles, the growth of subscription-based license models, the presence of increasingly sophisticated computer threats, and the constant connectedness of computing devices to applications and data through "the cloud."

Karl announced his intention to pursue Windows 8.1 with some portions of Office 2013 for the 4000-plus devices that need to be replaced. Infrastructure changes will be required to enable the hardware to remain in the field far longer than with previous refresh cycles. He also elaborated various risks that AOC continues to track and mitigate in relation to the statewide project. Lessons learned from the previous refresh are being incorporated into the plan for the current refresh, including the use of a "cloud-based" storage solution for courts. In closing, Karl presented the project phases and his projected timeline based on the current understanding of the scope and risks associated with the statewide project.

In answer to members' questions, Karl stated his belief that software driver issues for peripherals will be far less prevalent with Windows 8.1 than with the Vista rollout, but local testing will be necessary to confirm that fact.

CALL TO THE PUBLIC

Hon. Scott Bales

After hearing no further discussion from members or the public, the chair reminded members of the change in date of the next meeting from November 8 to December 6 at 12:30 PM. He entertained a motion to adjourn at 11:33 a.m.

COT MEETING MINUTES

DRAFT

Upcoming Meetings:

December 06, 2013	AOC – Conference Room 119 A/B (12:30 start time)
February TBD, 2014	AOC – Conference Room TBD

MEETING ADJOURNED

11:33 AM